

FIRST PRESBYTERIAN PRESCHOOL
BY-LAWS

ARTICLE I. NAME: This organization shall be known as First Presbyterian Preschool, a co-operative non-profit group licensed by the Department of Human Services of the State of Michigan. The Preschool is an extension of the First Presbyterian Church and is thereby under the care and government of the Session of the church.

ARTICLE II. PURPOSE: The purpose of the Preschool is to provide a physical and social environment in which the children may experience a sense of independence and thus explore their own capabilities, experience themselves and their peers in a group setting, expand their concepts of the world and the community, and develop an awareness of God's presence in our world.

ARTICLE III. MEMBERSHIP:

1. Membership consists of all parents or guardians of children enrolled in the Preschool, with one vote per enrolled child.
2. The order of application for membership shall be given full consideration, but be secondary to the need of the group in order to maintain reasonable balance with regard to age and sex. Priority shall be given to church members, current, and former Preschool members who apply within the set time reserved for this application.
3. Children with special needs will be given the opportunity to participate in the best interest of the child. A team consisting of the parent, health care providers, educational consultants, preschool teacher, Program Director, and President will make the determination regarding appropriate placement for the child.
4. The number of children enrolled shall comply with the regulations of the Department of Human Services of the State of Michigan.
5. The First Presbyterian Preschool Board has determined that a child should be 3 years old by September 1 to enroll in the three-year-old class or 4 years old by September 1 to enroll in the four-year-old class. Children with birthdays falling between September 1 and December 1 will be considered conditionally upon a meeting with the parent(s)/guardians(s), child, Preschool Staff, and signing an "Age Waiver" (see below).

"I have been informed that according to Michigan law, students entering Kindergarten in 2016 or after must be 5 years old by September 1 of that year or, with a waiver, by December 1. I also understand that the First Presbyterian Preschool Board has determined that a child should be 3 years old by September 1 to enroll in the three-year-old class or 4 years old by September 1 to enroll in the four-year-old class. Although my child's birthday occurs between September 1st and December 1st, I am choosing to enroll her/him in preschool with the full knowledge that an additional year of preschool education may be necessary prior to my child entering kindergarten. I understand that my child's admission to FPP as a "young birthday" will be conditional upon meeting with me (parent/guardian), my child, and Preschool Staff."
6. The child must meet the State of Michigan requirements for good health and have a current (within one year) physical examination report signed by a licensed physician. This includes a record that states the child has been completely inoculated against diphtheria, chicken pox, whooping cough, tetanus, polio, measles, rubella, pneumococcal diseases and hepatitis B, and that inoculation took place at the time of examination and will continue to completion.
7. Continuing membership is contingent upon the fulfillment of the parental obligations to the Preschool, including familiarization and compliance with the rules of this organization.
8. Students causing continuous disruption or exhibiting physically aggressive behavior in the classroom, where other children or adult's safety is at risk, will be issued one documented verbal warning from a Preschool staff member to the parent. If the behavior continues, a written warning will be issued. In addition, there will be a conference involving the Program Director, the parent, and the teacher to discuss behavior modification and a reasonable timeline for results. As a final alternative the teacher, with the consent or recommendation from the Program Director, will

provide a written notice of the students dismissal from the Preschool. A refund prorated from the beginning of the semester will be reimbursed, excluding deposit.

ARTICLE IV. PARENT OBLIGATION:

1. At least one parent is expected to attend all parent/teacher conferences scheduled during the year.
2. Parents have the responsibility to report all communicable diseases to the teacher and/or Preschool Staff
3. All parent volunteers must be screened by the Department of Human Services Central Registry Clearance and checked against the Sex Offender Registry by the Program Director.

ARTICLE V. ADMINISTRATION: The Preschool is operated by a democratically elected Board consisting of community members and preschool members, according to the By-laws adopted by the Preschool membership, and according to the Standing Rules.

1. Election:
 - a. The general membership shall elect the officers of the Board.
 - b. Elections shall be by written ballot sent home in the fall along with intake paperwork.
 - c. Election shall be by the majority of the votes cast.
 - d. The term of office shall be from August 1 to May 30.
 - e. The Program Director shall fill by appointment all vacancies that arise on the Board, subject to Board approval and recommendation.
 - f. The Board will contain at least one First Presbyterian Church member.
2. Structure:
 - a. Officers shall consist of the following: President, Treasurer, Recording Secretary, Tuition Chairperson, Church Representative(s), 1-2 members of the Fundraising Group, 1-2 members of the Health Group, and 1-2 members of the Events Group.
 - b. The board may consist of community members who do not have children currently enrolled at the Preschool. The number of community members will not be greater than the number of board members with children currently enrolled at the Preschool.
 - c. The total number of board members (consisting of community and preschool members) will be no less than one quarter (25%) of current membership. Ideally, the number of board members will equal one third (33%) of current membership.
 - d. These officers shall constitute the Board.
 - e. The officers shall fulfill their duties as detailed in the Standing Rules.
3. Areas of responsibility include:
 - a. The Board is responsible for the operation of the Preschool.
 - b. At the termination of office, each officer shall make a written or verbal report for the new officer, the president , and/or the Program Director, as needed.
 - c. The Board shall handle matters of general policy and routine decisions.
 - d. The Board shall meet monthly and/or as necessary.
 - e. The Board shall meet jointly with the newly elected officers during the last Board meeting, if possible.
 - f. In accordance with Article III.9, the Board may request the withdrawal of a child from the Preschool following a recommendation of the Board, and a professional child development specialist if deemed necessary, with remaining tuition refunded, excluding deposit.
 - g. Criticisms and suggestions concerning the Preschool as a whole shall be submitted to a Board member and/or the Program Director.
 - h. The Board shall hire any salaried employees.
 - i. The Board shall decide upon repairs and the purchase of new equipment in consultation with the staff.
 - j. The Board shall oversee a written evaluation of the Program Director a minimum of once a year.
 - k. The Board shall determine how scholarship/financial aid is dispersed on a yearly basis.

ARTICLE VI. STAFF OBLIGATION: The Board will supervise the Program Director. The Program Director will supervise the teachers.

SECTION A. TEACHERS:

1. The teachers shall be in authority with the Program Director in accordance with the By-laws while the Preschool is in session.
2. Teachers shall be consulted on recommendations for study and purchases of equipment.
3. Teachers shall be available for advice and counsel, but have no vote.
4. Teachers will be evaluated in writing by the Program Director at least once a year.
5. The teachers will evaluate in writing the Program Director at least once a year.

SECTION B. PROGRAM DIRECTOR:

1. The Program Director shall be responsible for the implementations of the philosophy and objective of the Preschool with the support of the Board.
2. The Program Director shall provide continuity of leadership in program development.
3. The Program Director shall serve as a liaison between teachers and Board, between Board and community organizations, and between the Board and staff of the First Presbyterian Church.
4. The Program Director shall attend Board meetings but has no vote.
5. The Program Director will do a written evaluation of the teachers at least once a year.
6. The Program Director shall be evaluated in writing once a year by the Board, teachers, and the church.

ARTICLE VII. COMMITTEES: The Board committees shall include any deemed necessary by the Board.

ARTICLE VIII. FEES AND FINANCES:

1. The Treasurer and President are empowered to sign checks, except for salaries.
2. Tuition is payable to the First Presbyterian Preschool.
3. A deposit to be applied to the tuition must accompany the application form. This fee is non-refundable.
4. If payment deadlines are not met, the child's place in the class will not be held. Arrangements may be made with the Tuition Chairperson in cases when these deadlines cannot be met.
5. An equal tuition amount is due on the 15th of each month, September-May.

5. Withdrawals:

- a. If a child withdraws within the first three weeks of either semester, having paid the partial or full tuition fee, the tuition shall be refunded less the deposit and the charge made for days attended.
 - b. If the Board requests the withdrawal of a child who has not made a satisfactory adjustment to the Preschool, tuition will be refunded, less the deposit, less the charges for the days attended.
 - c. In the event of a prolonged absence due to illness, the balance of the tuition after the first month of absence will be refunded, provided the child withdraws from the Preschool. No other refund will be made for illness or vacations.
 - d. Refund for all other withdrawals after the first three weeks of class will be made on a pro-rated basis, less the deposit, provided the vacancy can be filled with no tuition loss to the Preschool.
6. The Preschool will pay an overhead fee to the First Presbyterian Church, to be established by the Session of the Church and the Board.
 7. A review of the Preschool's finances shall be made annually at the end of the fiscal year in June or as deemed necessary by the Board or church.
 8. Dissolution.
 - a. In the event First Presbyterian Preschool should dissolve, all assets, and real and personal property will revert to First Presbyterian Church.
 - b. First Presbyterian Preschool will remain a non-profit organization forever.

ARTICLE IX. AMENDMENTS:

1. These By-laws may be amended upon the recommendation of the Board and a vote of the general membership. Notice of a proposed amendment shall be given in writing to all members, at least one week in advance of the proposed vote. A majority of those who vote shall be considered sufficient. By-law amendments will be approved by the Church Session.
2. The Standing Rules may be adopted, amended, or repealed by a two-thirds (2/3) vote of the entire Board without notice, or by a majority vote if one week's previous notice is given.
3. A written petition of ten percent (10%) of the Preschool membership submitted to the Board within one month of public announcement of a change in a Standing Rule shall make mandatory a written note of the General Membership on such change. A simple majority vote shall decide.

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